SIMS Newsletter

News and Notes:

New Staff

The Department of Education would like to welcome Teri Jung to our office. Teri comes to the department after working for the McIntosh School District for 18 years. Teri worked for the McIntosh School District as their Infinite Campus Coordinator. Her role within the department will be to assist with Infinite Campus questions, overlaps and other various student data submissions.

Teri Jung
Policy Analyst
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December Child Count Report

The child count reporting deadlines have been revised this year to ensure the state is meeting the Federal reporting timelines. The child count report should include all students that are on an active IEP as of December 1, 2007.

For those using Campus, please ensure that all of your student data is up to date in Campus prior to **December 7, 2007**. On that date, the DOE Office of Data Management will begin extracting your data and preparing a preliminary report that will be sent to each school district. We ask that you review this report for accuracy and completeness. Any changes to the data must be done at the individual student level on Campus. Once all of your changes have been made, we will run a final report for you to verify and sign. We hope to have most reports signed off by **December 20, 2007**. *Absolutely no corrections or additions will be allowed to the child count after January 14, 2008*.

An email was sent out to all Special Education Directors and Data Managers on November 5, 2007 that gave specific details regarding how to update your special education data in Campus. Please refer to this email for further instruction.

If you have any questions regarding Child Count, please contact Laura Ellenbecker with the Department of Education at (605) 773-4727 or laura.ellenbecker@state.sd.us.

Common December Child Count Reporting Error

(Use of the Placement Categories)

Students ages 3-5 must use the 0300 placement categories regardless of their grade. If you have a child who is in kindergarten and age 5 on December 3, this child must have a placement category of 0305, 0315, 0325, 0335, 0345 or 0355, while students ages 6-21 must use the 0100 placement categories.

Updating your Data

Data can be continually updated on the database. You do not need to wait for verification from this office that the December submission is complete. We would like schools to get in the habit of continually updating their data. By doing this we should be able to provide a better product and service. If data is constantly being updated, we should be able to "catch" programmatic errors sooner and chances are you will get a faster response to any questions you do have. (The phones tend to get a bit busy around the submission deadlines.)

Student Records Resources on the Web

http://www.state.sd.us/deca/finance/data/sims

The above internet address exhibits several resources for SIMS users. Included are lists of data elements, FAQ's, policy statements, newsletters, and updated information. If you have questions, you may want to check the website – it may save you a call.

Add or Remove Name from SIMSNet Listserv

To add or remove a name from the mailing list, please go to the following site and follow the appropriate link http://listserv.state.sd.us/archives/simsnet.html.

Schools SIMS Net Contact Person

Please email Jennifer Rattling Leaf, jennifer.rattlingleaf@state.sd.us with any personnel changes or SIMS contact information changes.

Upcoming Data Releases

Census Fall Enrollment – you will soon be able to find the student data counts on our below web link: http://doe.sd.gov/stats/

State & County Apportionment ADM – these will be released to the Office of School & Public Lands and County Auditors in early January for the 2006-07 school year. Please verify that all County of Residence has been appropriately reported for all students. HINT: All assigned Resident Districts must be a Public School District.

Frequently Asked Questions & Answers

Question: How are we supposed to code the students that are placed in a center or another facility?

Answer: There are 9 centers that we will allow for a dual enrollment record: Aberdeen JDC, Keystone Treatment Center-Canton, Rapid City JDC, Sioux Falls JDC, Volunteers of America-Sioux Falls, Turning Point Shelter and Turning Point Chemical Dependency, Huron Our Home and Huron JDC. If a student is placed in any of these locations, you can leave them on your enrollment for up to 90 school days. If a student is placed in a facility not listed above, please end the enrollment for that student on the last day they were physically present in your school. The school or center that they are attending will be keeping that student's enrollment record for you. If you have questions or concerns, please call or email shannon.brenner-malone@state.sd.us or 773-2539.